

Public Case Recordation Case Information Customer/Land Report

Menu Option: Pub CR Case Info Cust Land

Purpose: This report is useful in analyzing lands and minerals casework, providing statistics, listing cases in various categories, and identifying actions pending by different offices for all or specific case types. Proprietor, Meridian, Township, Range and Section will be displayed in the report output. Case Sort with Actions lists action remarks.

The report produces listings of cases or total number of cases based on the selection criteria:

Selection Criteria: The criteria input for the report is found in the Lands & Minerals System Report, under the Public Case Recordation Reports section. There is a combination of required and optional criteria.

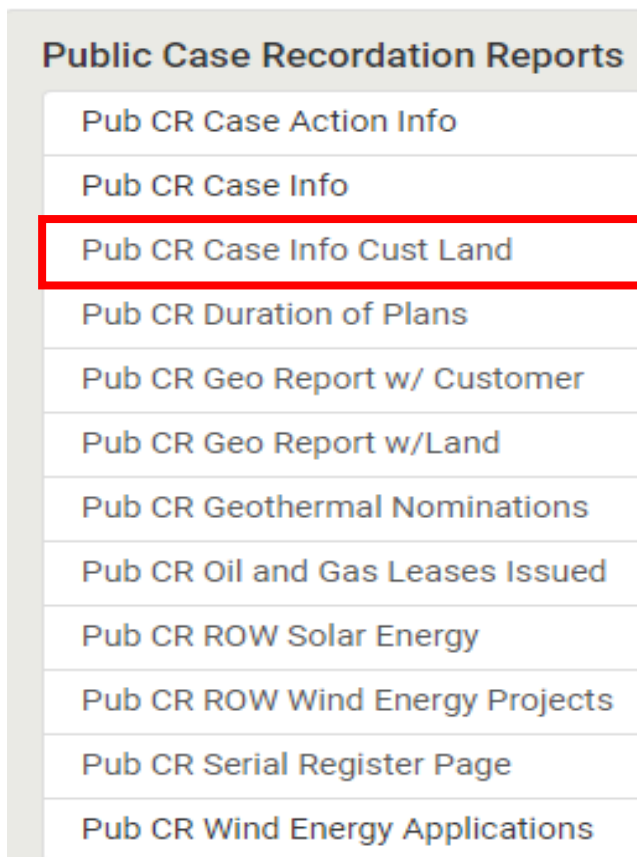
The required criteria include Admin State, Action Code, Disposition, and Case Type or Case Group. Note when using both Case Type and Case Group, they must relate to each other.

Example: Case Group 31 Case Type 311111

Additional criteria that can be used include: Geo State, County, Disposition Date, Action Date, District, Field Office, Admin Agency, Pending Org, and Commodity Code.

Procedure:

1. Select **CR Case Info Cust Land** from the reporting menu.



INSTRUCTIONS:
Choose any of the following criteria to further filter your query and click OK to run the report.

Geo State
--Select Value--

County
--Select Value--

Disposition Date
Between -

Action Date
Between -

District Office
--Select Value--

Field Office
--Select Value--

Admin Agency
--Select Value--

Pending Organization
--Select Value--

Commodity
--Select Value--

Admin Agency Code
begins with --Select Value--

Cancel Previous OK Reset

Refresh

Report

INSTRUCTIONS:
Asterisks (*) indicate mandatory criteria.
Must choose the Disposition, Case Type OR Case Group OR both. NOTE: Case Type and Case Group must relate to each other.
Example - Case Group 31 Case Type 311111

*** Admin State**
--Select Value--

*** Action Code**
--Select Value--

Disposition
--Select Value--

Case Group
--Select Value--

Case Type
is equal to / is in --Select Value--

Next OK Reset

Refresh

Identify the Required Information

2. *Admin State:

Type the two-letter state code in ALL CAPS in the text box or select one or more from the list box.

*** Admin State**

--Select Value--

☒ AZ

☐ CA

☐ CO

☐ ES

To select multiple values for a criterion, enter each code separated by a Semicolon in the text box or use the dropdown to open the list box and then select multiple items in the list box.

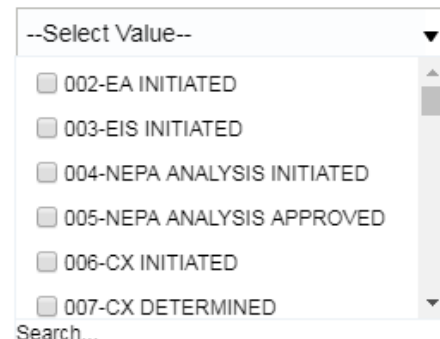
3. ***Action Code:**

Type the three number Action Code in the text box or select one or more from the list.

To select multiple values for a criterion, enter each code separated by a Semicolon in the text box or use the dropdown to open the list box and then “click” on ***Search*** to bring up the ***Select Values Table***.

See “***Using the Select Values Table***” below.

*** Action Code**



The screenshot shows a dropdown menu titled “* Action Code”. The menu is open, displaying a list of codes with checkboxes next to them. The codes are: 002-EA INITIATED, 003-EIS INITIATED, 004-NEPA ANALYSIS INITIATED, 005-NEPA ANALYSIS APPROVED, 006-CX INITIATED, and 007-CX DETERMINED. Below the list is a search bar labeled “Search...”.

4. ***Disposition:**

Type the Case Disposition in ALL CAPS in the text box or select one or more from the list box.

To select multiple values for a criterion, enter each code separated by a Semicolon in the text box or use the dropdown to open the list box and then “click” on ***Search*** to bring up the ***Select Values Table***.

See “***Using the Select Values Table***” below.

Disposition



The screenshot shows a dropdown menu titled “Disposition”. The menu is open, displaying a list of dispositions with checkboxes next to them. The dispositions are: AUTHORIZED, CANCELLED, CLOSED, EXPIRED, PENDING, and REJECTED. Below the list is a search bar labeled “Search...”.

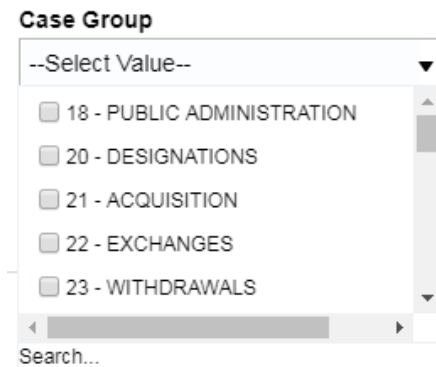
NOTE: You must select either Case Type or Case Group; however when selecting both they must relate to each other. Example: Case Group 31 Case Type 311111.

5. ***Case Group:**

Type the two-digit Case Group Code in the text box or select one or more from the list.

To select multiple values for a criterion, enter each code separated by a Semicolon in the text box or use the dropdown to open the list box and then “click” on **Search** to bring up the **Select Values Table**.

See “Using the Select Values Table” below.

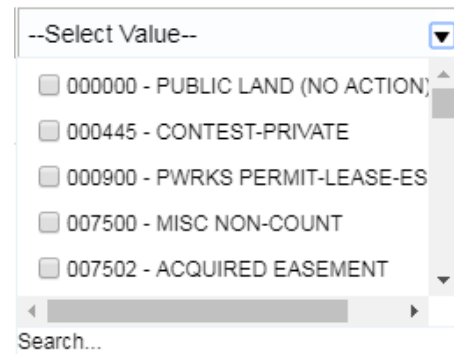
A screenshot of a web form titled "Case Group". It features a dropdown menu with the placeholder text "--Select Value--". The dropdown is open, showing a list of options with checkboxes: "18 - PUBLIC ADMINISTRATION", "20 - DESIGNATIONS", "21 - ACQUISITION", "22 - EXCHANGES", and "23 - WITHDRAWALS". Below the list is a search bar with the text "Search..." and a magnifying glass icon.

6. ***Case Type:**

Type the Case Type Code in the text box or select one or more from the list.

To select multiple values for a criterion, enter each code separated by a Semicolon in the text box or use the dropdown to open the list box and then “click” on **Search** to bring up the **Select Values Table**.

See “Using the Select Values Table” below.

A screenshot of a web form titled "Case Type". It features a dropdown menu with the placeholder text "--Select Value--". The dropdown is open, showing a list of options with checkboxes: "000000 - PUBLIC LAND (NO ACTION)", "000445 - CONTEST-PRIVATE", "000900 - PWRKS PERMIT-LEASE-ES", "007500 - MISC NON-COUNT", and "007502 - ACQUIRED EASEMENT". Below the list is a search bar with the text "Search..." and a magnifying glass icon.

Identify the Optional Information:

7. **Geo State:** You must first select the admin state(s). When the admin state has been selected, only the geographical states associated with the administrative state appear in the list of Geo States. If the admin state has not been selected yet, all states appear in the selection box

Click on the drop down arrow to see the list of geo states. Select one or more from the list.

A screenshot of a web form titled "Geo State". It features a dropdown menu with the placeholder text "--Select Value--". The dropdown is closed, showing only the placeholder text and a downward arrow.

You may also enter the geo state(s) directly into the criteria box. Geo states are entered as two character code and must be in all CAPITAL letters, e.g., MT = Montana. Multiples may be entered with a semi-colon and no space, e.g., MT;SD (Montana and South Dakota).

8. **County:** You must first select the admin state(s). This will narrow to one or more specific counties for the admin state(s) selected. Click on the drop down arrow to see the list for county. Select one or more from the list.

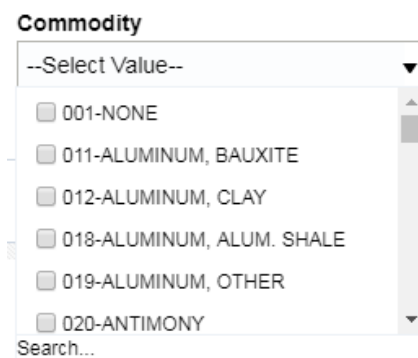
9. **Disposition Date:** Identify the range in which the Case Disposition took place. Dates are entered as MM/DD/YYYY.
10. **Action Date:** Identify the range in which the action took place. Dates are entered as MM/DD/YYYY.
11. **District Office:** The values displayed in the selection box are based on the selected administrative state(s). Click on the drop down arrow to see the list of district offices. Select one or more from the list.
12. **Field Office:** The values displayed in the selection box are based on the selected administrative state(s) and district office(s). Click on the drop down arrow to see the list of field offices. Select one or more from the list.
13. **Admin Agency:** The values displayed in the selection box are based on the selected administrative state(s). Click on the drop down arrow to see the list of administrative agencies. Select one or more from the list.
14. **Pending Organization:** The values displayed in the selection box are based on the selected administrative state(s). Click on the drop down arrow to see the list of administrative agencies. Select one or more from the list.

15. **Commodity Code:**

Type the three number Commodity Code in the text box or select one or more from the list.

To select multiple values for a criterion, enter each code separated by a Semicolon in the text box or use the dropdown to open the list box and then “click” on ***Search*** to bring up the ***Select Values Table***.

See “**Using the Select Values Table**” below.



The screenshot shows a dropdown menu titled "Commodity". The menu is open, displaying a list of commodity codes and their corresponding names. The list includes: 001-NONE, 011-ALUMINUM, BAUXITE, 012-ALUMINUM, CLAY, 018-ALUMINUM, ALUM. SHALE, 019-ALUMINUM, OTHER, and 020-ANTIMONY. Each item has a small square checkbox to its left. At the bottom of the dropdown, there is a search bar with the text "Search..." and a magnifying glass icon.

16. **Admin Agency Code:**

Select the Admin Agency Code value from the list box, or enter it into the text box. You can search for more options by clicking More/Search in the drop down menu. Refer to the Reference Codes to

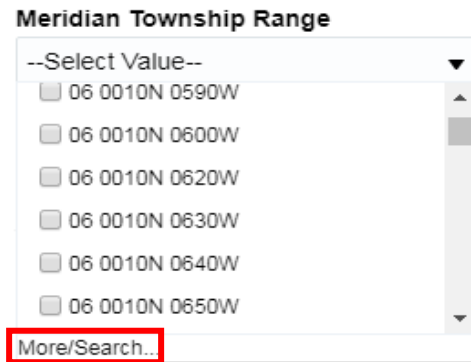
determine Admin Agency Code, if necessary.

Using the Select Values Table and Entering Data from a File:

17. Generally there are three (3) ways to enter criteria into the report prompts

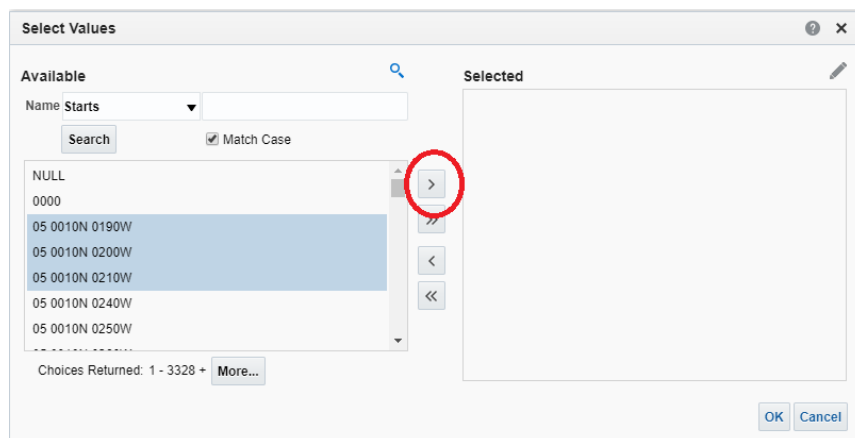
1. Type directly into the text box
2. Select from the dropdown list
3. Use the Select Values table

To open the “Select Values” table click on More/Search at the bottom of any dropdown list.

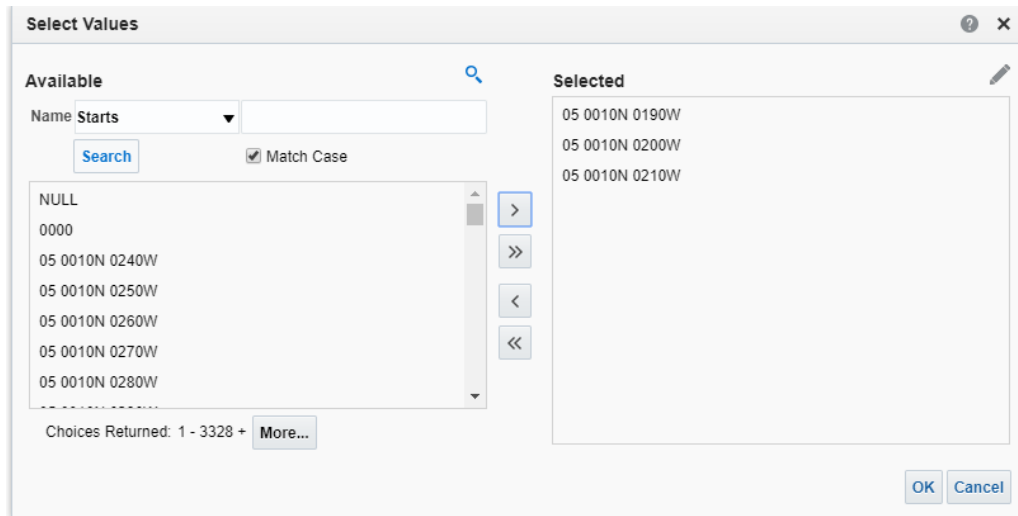


Several choices will be displayed at a time. To view more rows, click on the “More/Search” button to see the next set of choices. Use the scroll bar on the right side of the list to view all of the choices.

18. Click on a selection to highlight it. You can select one or more by holding the Ctrl key and clicking on the row(s) you would like; use the CLT key (for non-sequential items) or Shift key (for sequential items)



Click on the right arrow (>) to move your selection(s) to the “Selected” column.

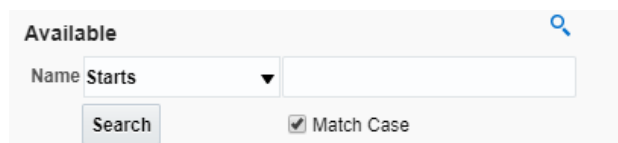


The single right arrow (>) moves the only the selected rows to the right.

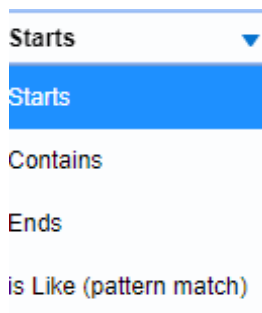
The double right arrows (>>) move ALL rows to the “Selected” column on the right.

The single left arrow (<) moves only the selected rows in the “Selected” column back to the left side and they are no longer a part of the search.

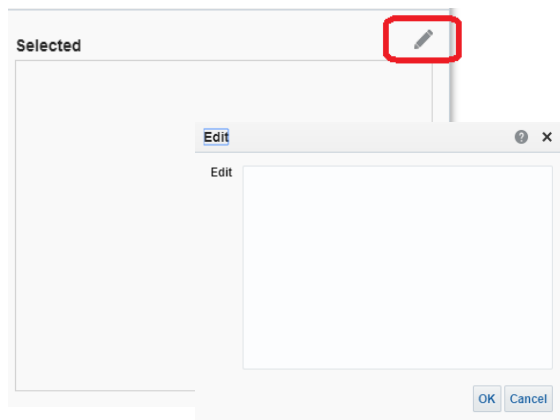
The double left arrow (<<) moves ALL rows in the “Selected” column back to the left side.



You may also search for specific values. The default is to search with any values that “Starts” with a particular set of characters. Other options are:

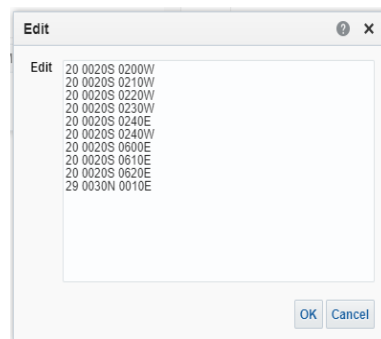


If you have a file, for example with the Meridian, Township, Range, (and Section), you may copy and paste the list into the “Selected” area of this search box. Click on the Pencil icon in the upper right corner.

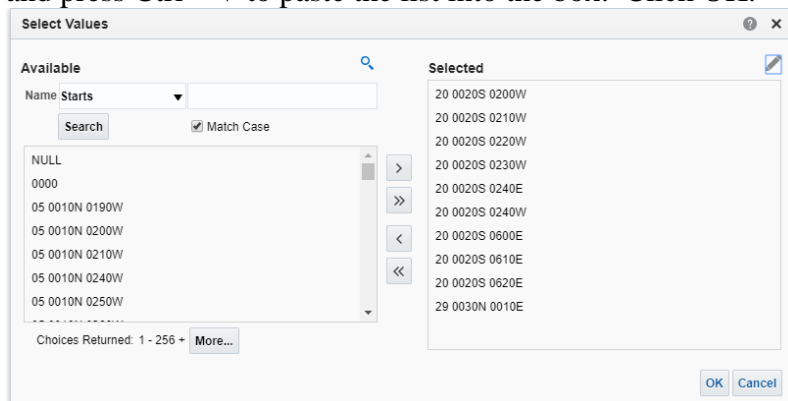


This launches a small “Edit” box. From a Word document or Notepad, copy the list of values. The values must be in the proper format, one Meridian, Township, Range, (and Section) per line, single spaced.

20 0020S 0200W
20 0020S 0210W
20 0020S 0220W
20 0020S 0230W
20 0020S 0240E
20 0020S 0240W
20 0020S 0600E
20 0020S 0610E
20 0020S 0620E
29 0030N 0010E



Then use the copy feature to copy the list of values. Place your cursor inside of the “Edit” box, and press Ctrl – V to paste the list into the box. Click OK.



This places the list of values into the “Selected” column.

Process Report:

19. After selecting all criterion, click **OK** to process this report. You may also Cancel the report, return to the Previous screen, or reset the criterion by clicking on the down arrow next to Reset. Select either Reset to default values, or Clear All.

20. When processing has completed, there are several views for this report. The default view displays the information by Case. The views are:

- Case View
- Admin Agency View
- District/Field Office View
- County View
- Mer/Twp/Rng Sort View
- Full Results View
- Banner

To view the other views, click on the down arrow to select a different view.

Case View (Default)

Pub CR Case Info Cust Land Report

Select the view you would like to see:
Case ▼

Admin State CO

Case Group OG LEASE **Casetype Code** 310781 **Case Type** O&G RENEWAL LEASE - PD
Serial Number COD 0033151A
Total Acres 558.810 **Disposition** AUTHORIZED

Action	Action Date	Action Remark	Customer	Mer Twp Rng	Sec
FUTURE ACTION SUSPENSE	11/14/2008	PROD INSPT REQUEST;	COHORT ENERGY CO	06 0120N 1000W	019
				06 0120N 1010W	024
			HILCORP ENERGY DEVELOPMENT LP	06 0120N 1000W	019
				06 0120N 1010W	024
			KLABZUBA OIL AND GAS	06 0120N 1000W	019
				06 0120N 1010W	024
			MATRIX PRODUCTION CO	06 0120N 1000W	019
				06 0120N 1010W	024

Admin Agency View

Pub CR Case Info Cust Land Report

Select the view you would like to see:
Admin Agency ▼

Admin State CO

Admin Agency BUREAU OF LAND MGMT
Case Group OG LEASE
Serial Number COD 0033151A
Casetype Code 310781
Action Code 247
Case Type O&G RENEWAL LEASE - PD
Total Acres 558.810
Disposition AUTHORIZED

Action	Action Date	Customer	Mer Twp Rng	Sec
FUTURE ACTION SUSPENSE	11/14/2008	COHORT ENERGY CO	06 0120N 1000W	019
			06 0120N 1010W	024
		HILCORP ENERGY DEVELOPMENT LP	06 0120N 1000W	019
			06 0120N 1010W	024

District/Field Office View

Pub CR Case Info Cust Land Report

Select the view you would like to see:
District/Field Office ▼

Admin State CO

District Office NORTHWEST DO
Field Office COLORADO RIVER VALLEY FO
Case Group OG LEASE
Serial Number COC 0015294
Casetype Code 311111
Total Acres 397.700
Case Type O&G LSE NONCOMP PUB LAND
Disposition AUTHORIZED

Action	Action Date	Customer	Mer Twp Rng	Sec
FUTURE ACTION SUSPENSE	07/24/2005	ENCANA OIL & GAS (USA) INC	06 0090S 0910W	003
				004
				704
				714

County View

Pub CR Case Info Cust Land Report

Purpose

This report is useful in analyzing lands and minerals casework, providing statistics, listing cases in various categories, and identifying actions pending by different offices for all or specific case types. Proprietor, Meridian, Township, Range and Section will be displayed in the report output. Case Sort with Actions lists action remarks.
The report produces listings of cases or total number of cases based on the selection criteria:

Select the view you would like to see:
County ▼

Admin State CO

County GARFIELD
Case Group OG LEASE
Serial Number COC 059961
Casetype Code 311211
Total Acres 40.000
Case Type O&G LSE SIMO PUBLIC LAND
Disposition AUTHORIZED

Action	Action Date	Customer	Mer Twp Rng	Sec
FUTURE ACTION SUSPENSE	01/24/2004	ENCANA OIL & GAS (USA) INC	06 0070S 0920W	005
		NUCOR ENERGY HOLDINGS INC	06 0070S 0920W	005

Mer/Twp/Rng Sort View

Pub CR Case Info Cust Land Report

▲ Purpose

This report is useful in analyzing lands and minerals casework, providing statistics, listing cases in various categories, and identifying actions pending by different offices for all or specific case types. Proprietor, Meridian, Township, Range and Section will be displayed in the report output. Case Sort with Actions lists action remarks.

The report produces listings of cases or total number of cases based on the selection criteria:

Select the view you would like to see:

Mer/Twp/Rng Sort ▼

Admin State CO

Mer Twp Rng 06 0040S 0970W Total Number of Serial Numbers: 1

Serial Number	Total Acres	Casetype Code	Disposition	Action	Action Date	Action Remark	Customer	Sec
COC 065565	479.240	312021	AUTHORIZED	FUTURE ACTION SUSPENSE	08/09/2004	COC67498X OBLIG WELL;	ENCANA OIL & GAS (USA) INC	006

Full Results View

Pub CR Case Info Cust Land Report

▲ Purpose

This report is useful in analyzing lands and minerals casework, providing statistics, listing cases in various categories, and identifying actions pending by Proprietor, Meridian, Township, Range and Section will be displayed in the report output. Case Sort with Actions lists action remarks.

The report produces listings of cases or total number of cases based on the selection criteria:

Select the view you would like to see:

Full Results ▼

Admin Agency	Admin State	District Office	Field Office	Case Group	Casetype Code	Case Type	Commodity Code	Commodity	Serial Number	Disposition	Total Acres	Action	Action Date
BUREAU OF LAND MGMT	CO	NORTHWEST DO	COLORADO RIVER VALLEY FO	OG LEASE	311211	O&G LSE SIMO PUBLIC LAND	459	OIL & GAS	COC 059961	AUTHORIZED	40.000	FUTURE ACTION SUSPENSE	01/24/2004

Banner

Pub CR Case Info Cust Land Report

▲ Purpose

This report is useful in analyzing lands and minerals casework, providing statistics, listing cases in various categories, and identifying actions pending by different offices for all or specific case types. Proprietor, Meridian, Township, Range and Section will be displayed in the report output. Case Sort with Actions lists action remarks.

The report produces listings of cases or total number of cases based on the selection criteria:

Select the view you would like to see:

Banner ▼

Case Suppression Flag is equal to / is in N
and Case Group Code || '-' || Case Group is equal to 31 - OG LEASE
and Disposition is equal to AUTHORIZED
and Action Code || '-' || Action is equal to 247-FUTURE ACTION SUSPENSE
and Admin State is equal to CO

[Return](#) - [Refresh](#) - [Print](#) - [Export](#) - [Copy](#)

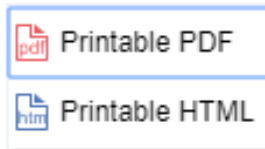
21. At the bottom of each view, there are several options to choose:

[Return](#) - [Refresh](#) - [Print](#) - [Export](#) -

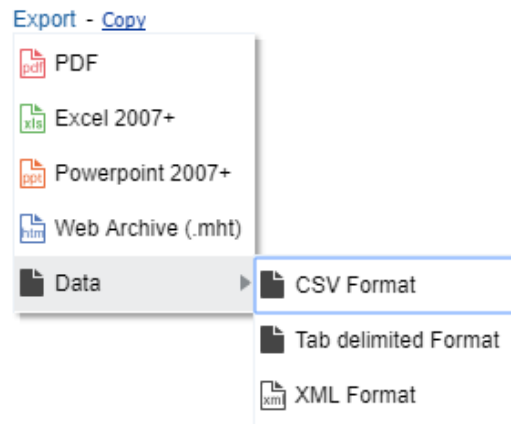
Return: Returns to the Criteria page.

Refresh: This will process the report again and refresh the data that is displayed.

Print: Allows you to print this report to .pdf format, or HTML format.



Export: Allows you to export the data to various formats:



Links to Serial Register Page (SRP)

22. When the results of the report are displayed, the Serial Numbers are displayed in blue. This indicates there is a direct link to the Serial Register Page for the particular Serial Number. This is only accessible in the report display. Once the document is converted to .pdf or Excel the link is not available.

To go to the SRP – click on a Serial Number. Then click on the “SRP” link. Please be patient. It may take some time for the SRP to load. The SRP will be displayed in a new page. You will notice tabs at the top of the screen that allows you to return to the report after viewing the SRP.

There are two ‘tabs’ for this SRP – Report and Remarks by Serial Number. The first tab displays the serial register page with all of the information for that case, except any general remarks. To view and print the remarks, click on the “Remarks by Serial Number” tab.

Report
Remarks by Serial Numbe...

United States Department of the Interior
Bureau of Land Management
Case Recordation
(MASS) Serial Register Page

Run Date/Time: 10/4/2017 14:49 PM
Page 1 Of 2

01 02-25-1920;041STAT0437;30USC226
Case Type 311111: O&G LSE NONCOMP PUB LAND
Commodity 459: OIL & GAS
Case Disposition: AUTHORIZED

Total Acres:
1,839.600
Serial Number:
COC 012345

Name & Address					Intl Rel	% Interest
KINDER MORGAN CO2 CO	PO BOX 281304	LAKEWOOD	CO	80225	LESSEE	50.000000000
MERIT ENERGY PTNRSHIP III	12222 MERIT DR #1500	DALLAS	TX	75251	LESSEE	3.800000000
MERIT MGT PARTNERS I LP	13727 NOEL ROAD STE 500	DALLAS	TX	75240	LESSEE	46.200000000

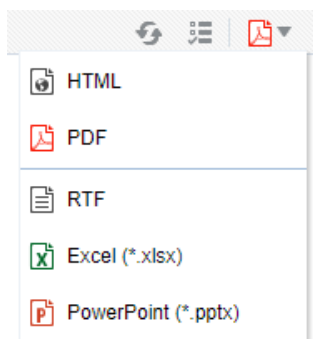
Mer Twp Rng	Sec	SType	SNr	Suff	Subdivision	District / Field Office	County	Mgmt Agency
23 0400N 0170W	021	PROT		1	E2,E2W2,W2NW;	TRES RIOS FO	DOLORES	BUREAU OF LAND MGMT SAN JUAN NF
23 0400N 0170W	022	PROT		1	ALL;	TRES RIOS FO	DOLORES	SAN JUAN NF
23 0400N 0170W	023	ALIQ			W2E2,W2;	TRES RIOS FO	DOLORES	SAN JUAN NF
23 0400N 0170W	023	LOTS			1-8;	TRES RIOS FO	DOLORES	SAN JUAN NF

Relinquished / Withdrawn Lands

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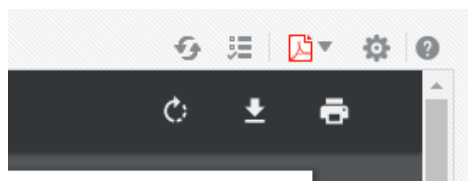
Act Date	Code	Action	Action Remarks	Pending Office
2/2/1971	124	APLN RECD		

When the SRP is displayed, you may print it in pdf format. Click on the red Adobe icon in the upper left corner. Several options are available, but pdf is recommended.



Print Serial Register Page:

23. Hover the cursor into the upper right corner. You will see the printer icon which allows you to print this SRP in hard copy or save to a pdf file.



You may close this new page to return to the results.